



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, September 14, 2016, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971

Board Members Present: Bill Bonini, President; Deborah Parrish, Vice President; Donna Clavaud, Dru Fallon O'Neill, Peter MacLaird

Board Members Absent: None

Also Present: Cynthia Hammond; TVCS D Recording Secretary, Walter Earle, Margaret Graham, Terry Duffy, Venta Leon, David Judd and Nicole Vigeant

I. Call To Order

Bill Bonini called the meeting to order at 7:04 p.m.

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

Margaret Graham requested to address three (3) items:

1. The status of a Project Manager for the Park. (Addressed in General Manager's report)
2. Requests a Park rental schedule be posted on the TVCS D website, and for a newly developed TVCS D website which is easy to manage and post to. (This will be added as an agenda item for October 12, 2016 TVCS D BOD meeting)
3. Progress on RFP's. (Addressed in General Manager's report)

III. Approval of September 14, 2016 TVCS D BOD Agenda

Bill Bonini motioned to approve TVCS D BOD agenda. No objections.

IV. TVCS D Board Member reports

Dru Fallon O'Neill reported the posts were reinstalled at the pump station.

V. Approval of July 13, 2016 TVCS D BOD minutes

Bill Bonini motioned to approve July 13, 2016 TVCS D BOD minutes as is. No objections.

VI. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

Donna Clavaud motioned to accept July and August 2016 check registers and approve expenditures. Deborah Parrish seconded the motion. M/S/U

b. Financial Manager's Report:

1. MD & A

FAC approved the MD & A which was included in the September 14, 2016 TVCSD BOD packet. Melinda Bell requests TVCSD BOD approval and submission to the auditors to be part of the annual audited financial report.

2. Refund of park rental deposits

Melinda Bell requests TVCSD BOD approval for refund of park deposits. Park has been left in good condition each time after rental.

Deborah Parrish motioned to approve MD & A be forwarded to the auditors and approval of the refunds for the park rental deposits for this season. Dru Fallon O'Neill seconded the motion. M/S/U

From the Financial Manager's report, Donna Clavaud requested clarification of the three (3) parcels that have been removed from the County roll providing sewer charges income. Bill Bonini explained that the lot owners are not planning to develop their lots and do not wish to pay sewer fees every year since they are not hooked up. According to Melinda Bell, this is offset by an increase in Shoreline Unified School District (SUSD) income.

c. Review and Approve Financial Statements:

Deborah Parrish motioned to approve the financial statements. Donna Clavaud seconded the motion. M/S/U

VII. General Manager's Report

Dru Fallon O'Neill noticed the duckweed that is growing on the pond is being removed with a small scoop and suggests using something bigger and more efficient.

Donna Clavaud reported Jose Ortiz is dealing with the SCADA system. Once the O & M plan is complete, this will be the basis for an RFP for an O & M contract. Phillips and Associates is still negotiating their contract with the new company, it is expected, by November 2016, the new RFP should be complete.

In the General Manager's report, Jose Ortiz's is addressing administration needs for upcoming park improvement projects.

VIII. Phillips & Associates Report

a. Review reports for June and July 2016

Bill Bonini and TVCSD BOD reviewed reports.

IX. Committee Reports

a. Financial Advisory Committee (FAC)

1. Review approved July 27, 2016 minutes. No August 2016 FAC meeting was held. The next FAC meeting will be on September 28, 2016.

Donna Clavaud reported the July FAC meeting focused on year-end financial statements and Melinda Bell's management discussion and analysis for preparation for the upcoming auditor's visit. Donna Clavaud is working on the County grant for the Park fence and discussion was held for the gazebo, water

fountain, fence and handicap ramps RFP's.

2. Auditor's recommendation (bank reconciliation review)

Donna Clavaud explained the auditor requested a second person to review the bank statements other than Melinda Bell. Dru Fallon O'Neill volunteered to review and initial the bank statements.

Deborah Parrish motioned for Dru Fallon O'Neill review and initial bank statements. Donna Clavaud seconded the motion. M/S/U

Melinda Bell's reported there are still problems with the connecting the office printer to the office printer. At times, the office laptop email is non-functioning as well as the district phone. Spending limit to trouble shoot and implement is \$500 without BOD approval. Cynthia Hammond will coordinate.

Dru Fallon O'Neil motioned to authorize Ric Hahn to troubleshoot and implement computer solutions. Deborah Parrish seconded the motion. M/S/U

b. Park Advisory Committee (PAC)

1. Review Park rental policy. Discuss event that occurred on July 23, 2016

On July 23, 2016 a disturbance occurred involving unruly motorcycles. This led to the discussion of reviewing the Park rental policy. In the event of a disturbance in the Park, and the sheriff has to be called, the rental deposit will be forfeited and future rental privileges may be suspended. Current security deposit to rent the Park is \$200. Current rental fees are the following: \$50 for Tomales residents, \$200 for non-residents, local non-profits are free, out of town non profits \$200, local for-profit groups \$350 and out of area for-profit will negotiate the fee schedule with the administrator.

Bill Bonini motioned to raise the Park rental deposit to \$1,000. Peter MacLaird seconded the motion. M/S/U

Margaret Graham thought the \$1,000 rental deposit was excessive especially for non-profits and local residents.

Dru Fallon O'Neill motioned to rescind the previous motion and put back into discussion. Donna Clavaud seconded the motion. Peter MacLaird opposed the motion.

Discussion was held to have two (2) rental deposit fees. Local and non-profit rental deposits to be \$500, all others to be \$1,000. The current Park rental agreement states that the rental party is responsible for the behavior of their guests.

Deborah Parrish motioned to amend the Park rental deposit policy to \$500 for non-profits and locals and \$1,000 for everyone else. In the event the sheriff's have to be called, the rental deposit will be forfeited and future rentals may be suspended. Donna Clavaud seconded the motion.
M/S/U

2. Review approved August minutes.

Minutes were reviewed.

3. Update on Park projects

Donna Clavaud said the fence grant has been submitted to the County. David Judd emailed a list of details that are needed for the gate, ramp, gazebo and fence. Donna Clavaud requests detailed drawings for the fence RFP. Retaining wall needs to be added. Lighting fixtures for the gazebo need to be selected by the committee and board. The next PAC meeting is September 26, 2016.

X. Pending Business

None

XI. Other Business

None

XII. New Business

1. Newsletter

Cynthia Hammond will edit the newsletter and Beth Koelker will do the layout. Budget is \$200.

Donna Clavaud motioned to hire Cynthia Hammond and Beth Koelker to do the Fall TVCSD newsletter. Dru Fallon O'Neill seconded the motion. M/S/U

The following contents of the newsletter could be: update on the Park projects, FAC update, annual priority calendar, historical (outhouse reprint), winter prep, offer inspections, President and General Manager reports, mission and vision statements and Park rentals. Margaret Graham will report on the Park, Melinda Bell to do finance report. A call for newsletter items with word limit will be sent out.

XIII. Correspondence


None

Deborah Parrish motioned to adjourn the September 14, 2016 TVCSD BOD meeting. Dru Fallon O'Neill seconded the motion. M/S/U

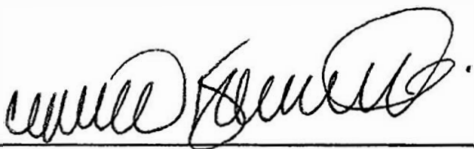
XIV. Adjournment

Meeting adjourned at 8:21 pm

TVCSD BOD Meeting, October 12, 2016, 7 pm at Tomales Town Hall


Approved by: President, Bill Bonini

10/12/2016
Date:


Attested by: Cynthia Hammond, Recording Secretary

10/12/2016
Date:

TVCSD MISSION STATEMENT: *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.*

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Board of Directors:

Bill Bonini, President • Deborah Parrish, Vice President • Donna Clavaud

Peter MacLaird • Dru Fallon O'Neill